fill Coltrane Lounge

TO: Deans Leng & Prickitt
cc: Lenore Alston

20 September 1977

FROM: John Spencer
Dean of the College

SUBJECT: Use of Coltrane Lounge as a classroom

As you know, the Black Student Union and the College have spent considerable time and money refurbishing Coltrane Lounge. There's supposed to be no smoking in the fireplace end of it. After the first week of classes there were cigarette burns in some of the furniture.

I'd be grateful indeed if you could ask our colleagues not to use the fireplace sitting area for classrooms and also to observe the no smoking rule.

Many thanks.